

Mass Mail Notification Form

To make sure that your mass mail is processed at the correct postal rate and to help your office comply with the quarterly mass mail disclosure requirement, Postal Operations needs to account for these mailings separately.

Therefore please check the appropriate box on this form and place it with each of these types of mailings you have for pickup.

Place the mailing as you would for normal pickup or call House Postal Operations (x-53856) for a pick-up.

Mark the box, tray, or bundle for the appropriate type of mail as listed below. This will notify House Postal Operations that the mailing is to be processed separately and insure that the proper paperwork gets back to your office.

Please note that a mass mailing is an unsolicited mailings of substantially identical content to 500 or more persons in a session of Congress.

Member Name _____ **Date** _____

☐ **First Class Mass Mail**

This mailing will be listed separately on your Postal Operations mailing statement at the end of the month.

☐ **Standard Mail (formerly known as 3rd Class) Mass Mail**

(To qualify, mailing must have at least a 200-piece minimum of presortable mail)

A Postal Form 3602, which is your receipt showing the cost of postage and of Priority Drop Shipping for each mailing, will be sent to your office, along with a printout of your presort job showing the breakdown by presort levels.

If you have additional questions please call Postal Operations at x-53856

Please copy this form and use as needed.